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ABSTRACT

The purpose in developing a statewide disaster recovery plan for libraries is to encourage librarians at the local level to develop their own plans to be used in time of disaster and to provide information about resources which can be used in an emergency. This manual provides self-assessment forms for identifying staff members and sources of off-site services, equipment, and supplies to be contacted in the event of a disaster; an upkeep checklist; a form to establish priorities for salvage of materials; a questionnaire to assess types of fire and insurance coverage needed by libraries, including the library building, internal features, library operations, physical and financial protective measures, and loss experience; a listing of individual members of a disaster recovery team, and their areas of expertise; and sources of equipment such as refrigerator trucks and freeze drying services. A brief bibliography lists references on disaster prevention, fire protection, and procedures for saving water-damaged materials. (RBF)

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IOWA STATEWIDE DISASTER RECOVERY PLAN

State Library Commission of Iowa
1981

IR010 174

Committee Members
Barry Porter
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IOWA STATEWIDE DISASTER RECOVERY PLAN FOR LIBRARIES

The purpose in developing a statewide disaster recovery plan for libraries is to encourage librarians at the local level to develop their own plans to be used in time of disaster and to provide information about resources which can be tapped in an emergency. Individual libraries will ordinarily first utilize all the resources in their organization and the community and request outside assistance only in areas beyond their experience or expertise.

Deterioration of library materials is ongoing in libraries - staff or patron misuse or abuse of materials, poor housekeeping, atmospheric conditions, insects, paper deterioration, etc. These are outside the scope of the plan.

The plan deals with those events that happen suddenly with little or no warning, are calamitous in nature, and beyond those with which libraries normally try to cope. Fire, flood, water damage from broken water pipes or fire-fighting equipment, and tornadoes are examples of disasters.

In Iowa fires and water damage from the attempts to extinguish the fire have been most common. The most recent fire in a public library was at the Southside Branch of the Des Moines Public Library. Tornadoes caused damage at the public library in Manson and school media centers in Oelwein and Charles City.

After a library disaster post-disaster recovery needs to begin quickly. Mold will develop within 48-72 hours in certain temperatures and can cause more damage than the water.

Librarians at the local level need to do the planning for their own libraries so that they can act quickly and effectively in case of a disaster. They need to know their building, collection, staff capabilities, and community resources. They must have set priorities on material. The unique or special items that will be first in attempts to salvage must be identified and located beforehand. Planning about which items come next in importance and which can definitely be sacrificed must be done before a disaster strikes. To help libraries cope with disasters, the Disaster Planning Committee has developed a plan of action to be followed in case of disaster.

In the event that a college, special, or public library is damaged by a disaster and the implementation of the state plan is needed the librarian in charge should call:

Barry L. Porter
State Librarian
Des Moines, Iowa
Phone 515-281-4105
or 515-225-0938 (home)

In the event that a school library is damaged, the call should be made to

Betty Jo Buckingham
Library Consultant
Department of Public Instruction
Des Moines, Iowa
Phone 515-281-3707 or 5859

These persons will determine what can be done to help.

Resource people from throughout the state have volunteered to respond when needed. There will be no more than three members of the team called upon to respond to the disaster. They will usually serve as resource people who can be reached by telephone to give advice and direction as needed. In the event that the number of damaged materials identified as number one priority by the librarian is high, an on-site visit by one or more of the members of the recovery team may be made. These people would be present to assist with those high priority items immediately in an effort to preserve them. They will not be involved in the general cleanup and/or disposal of damaged materials.

Resource people will need to be told:

1. Extent of damage: number of items affected (linear - cubic feet of shelving).
2. Types of materials damaged: books (leather bound? coated-stock paper?), manuscripts, prints, maps, microfilm, etc.
3. Insurance coverage?
4. If water damage, source of water (clean or dirty)?

These individuals are willing to provide technical assistance. Team members should not be held liable for any of the consequences that may occur. The State Library takes no responsibility for the quality of their performance or for any consequences of the volunteers' assistance.

Individual	Area of Expertise
Leeta Berry University of Iowa 319-353-5202	Mold, Books, Manuscripts
Duane Fenstermann Luther College 319-387-1164	Comprehensive Assessment, Archives and Books
Charlene Grant State Historical Society 319-338-5471	Restoration of Damaged Material
James Gritton State Library 515-281-5124	Mold, Water Damage
Ivan Hanthorn Iowa State University Library 515-294-6013	Manuscripts, Books, Mold Restoration of Damaged Material
Shirley Johnson State Library 515-281-6718	Sources of Supplies
Jim Julich State Archives 515-281-3007	Bound and Unbound Manuscripts
Toby Kemp Iowa State University Library 515-294-6672	Comprehensive Assessment, Archives and Books
Anne Kinter Grinnell College 515-236-6181 Ext. 694	Restoration of Damaged Material
Edward McConnell State Archives 515-281-3007	Bound and Unbound Manuscripts
Gerald L. Peterson University of Northern Iowa 319-273-6307	Water Damage, Mold, Books, Magazines
Barry Porter State Library 515-281-4105	Organization
Pat Wildenberg Herbert Hoover Library 319-643-5301	Photographics

If you are willing to be a member of the Disaster Recovery Assistance Team please notify Barry Porter, State Library Commission, of your interest and area of expertise.

DISASTER RECOVERY FORMS: SELF-ASSESSMENT

This form is to be completed by each institution and distributed to appropriate persons within the staff. One copy should be sent to:

Disaster Recovery Program
State Library Commission
Historical Building
Des Moines, Iowa 50319

I. Name of institution _____

II. Date of completion or update of this form _____

III. Staff members to be called in the event of a disaster

Position	Name	Home telephone number
Chief library administrator		
Individual in charge of building maintenance		
Preservation administrator or conservator		
Individual in charge of public relations		

In-house disaster recovery team members	Name	Home phone	Responsibilities

Note below who is to call whom upon the discovery of a disaster ("telephone tree")

SELF-ASSESSMENT FORM

IV. Off-site services to be called (if needed) in the event of a disaster

Service	Name of contact	Telephone number
Fire Department		
Police or Sheriff		
Ambulance		
Civil Defense		
Insurance company		
Legal advisor		
Electrician		
Plumber		
Carpenter		
Exterminator		
Chemist		
Mycologist		
Locksmith		
Utility companies		
Architect or Builder		
Storage or Work Area		
Janitorial service		
Individuals and/or organizations to assist in clean-up		
Boy Scouts		
Girl Scouts		
Friends of the Library		
Lions Club		
Kiwanis		
Other		

SELF-ASSESSMENT FORM

V. Upkeep checklist — Date checked

A. Locks on doors and windows secure and all keys accounted for _____

B. Emergency telephone numbers posted near every telephone _____

C. Most recent inspection by local fire department _____
1. Fire extinguishers operable _____
2. Smoke alarms operable _____
3. Sprinkler system operable _____
4. Water detectors operable _____
5. Halon system operable _____

D. Public address system operable _____

E. Operable flashlights placed in every department and in Civil Defense shelter _____

F. Transistor radio operable _____

G. Staff familiarized (by tour, not map) with locations of fire extinguishers, flashlights, radio, Civil Defense shelter and how to reach members of in-house disaster recovery team _____

H. Most recent fire drill _____

I. Most recent civil defense drill _____

J. Most recent inventory (attached hereto) _____

L. Completed copy of "Fire and Insurance Protection of Library Resources--Questionnaire" from ALA, Protecting the Library and Its Resources Chicago: ALA, 1936 _____

VI. Locations of in-house emergency equipment (attach map or floor plan with locations marked and labeled)

A. Cutoff switches and valves
1. Electric _____
2. Gas _____
3. Water _____
4. Sprinkler System (if separate from other water supply) _____

B. Fire extinguishers _____
C. Smoke alarms _____
D. Nearest CB radio _____
E. Sump pump or portable pump _____
F. Plastic sheeting or screening _____
G. Paper towel supply _____
H. First aid kit _____
I. Date members of the in-house disaster recovery team toured all locations noted above _____

SELF-ASSESSMENT FORM

VII. Sources of off-site equipment and supplies

Item	Company or personal name	Telephone number
Library trucks		
Refrigerator trucks		
Deep freeze facilities		
Drying space		
Dehumidifiers		
Pallets		
Plastic crates (such as used to transport milk cartons)		
Portable electric sump pump		
Heavy duty extension cords		
Electric fans		
Fork Lift		
Rolls of plastic sheeting or screening		
Thymol crystals and methyl alcohol		
Unprinted newsprint		
Freezer or wax paper		
Plastic bags		
Paper towels		
Dry ice		
Water hoses		
Nylon monfilament		
Sponges, mops, pails, brooms, rubber gloves		
Extra security personnel		

SELF-ASSESSMENT FORM

VIII. Disaster team records
List all locations where this plan and follow-up reports are on file

	Date filed
A. In-house:	
B. Homes of individuals involved:	
C. State Library Commission:	
D. Regional clearinghouse:	

IX. Priority list

Attach hereto, for each department and office, a list of those materials having top priority for salvage should they incur damage from a disaster. The following questions may be helpful in determining priorities:

A. Can the item be replaced? At what cost? (Cost figures should include ordering, cataloging, etc. plus purchase price)

B. Would the cost of replacement be less or more than restoration of the item?

C. How important is the item to the collection?

D. Is the item available elsewhere?

X. Procedures

Using the Bohem or Waters publications as guidelines, (see Bibliography p. F-1) compile and attach a list of procedures to be followed in the event of a disaster that will accommodate your own institution's needs and idiosyncrasies.

XI. Follow-up assessment

A written report should be prepared after recovery and attached to all copies of the disaster plan. Copies should also be submitted to the State Library Commission. The report should note the effectiveness of the plan and include evaluations of all sources of supplies and equipment and all off-site facilities used.

FIRE AND INSURANCE PROTECTION OF LIBRARY RESOURCES - QUESTIONNAIRE

The objective of this questionnaire is to produce a reasonably accurate picture of the factors affecting fire and insurance coverage in libraries and of loss experience in those libraries where fire and other losses have occurred.

It is divided into six categories:

A. The Library Building
B. Internal Features
C. Library Operations
D. Physical Protective Measures
E. Financial Protective Measures
F. Loss Experience

Answers in Categories A, B, C, and D should be given only for your principal library building. Similar information on other buildings or system branches may be appended. Answers given in Categories E and F should apply to all of your resources.

A. THE LIBRARY BUILDING

1. Year constructed _____

2. Ground floor area _____

3. Total floor area _____

4. Stories above grade _____

5. Stories below grade _____

6. Total cubical content of building _____

7. Is building owned by the Library operating organization? ___ Yes ___ No

8. Is the Library the sole occupant of the building? ___ Yes ___ No

9. If not, what is the nature of the other occupancy? _____

_____

10. The Library occupies _____% of the area, and _____% of the volume of the building.

11. How do the local building officials class the construction? (a) Fire resistive, noncombustible ___, (b) ordinary combustible (masonry outer walls, wood interiors) ___ (c) wood frame combustible ___.

12. Floor finish is (a) Cement ___, (b) Stone ___, (c) Terrazzo ___, (d) Wood ___, (e) Tile ___, (f) Carpeting ___.

13. Major wall finishes are (a) Glass ___, (b) Plaster ___, (c) Wood Paneling ___, (d) Fiberboard ___, (e) Plastic ___, (f) with Combustible Drapes ___, (g) Noncombustible Drapes ___, (h) Flameproofed Drapes ___.

14. Ceiling finishes are (a) Plaster (stone or concrete) ___, (b) Metal ___, (c) Wood ___, (d) Combustible Acoustical Tile ___, (e) Noncombustible Tile ___.

15. Does the building have an attic space? Yes ___ No ___

16. If Yes, is it used for storage purposes? Yes ___ No ___

17. Are at least two exits provided from each major occupied area? Yes ___ No ___

18. Are the exits marked or lighted? Yes ___ No ___

19. Does the building contain a central heating system? Yes ___ No ___

20. Is the building heated by (a) Space Heaters ___, (b) Hot Air ___, (c) Steam Radiation ___, (d) Electric Heaters ___.

21. Heating system fuel is (a) Coal ___, (b) Wood ___, (c) Fuel Oil ___, (d) Gas ___, (e) Electricity ___.

22. Is the Library air conditioned? Yes ___ No ___

23. Can the system be readily shut down to prevent recirculation and spread of smoke in an emergency? Yes ___ No ___

B. INTERNAL FEATURES

24. What is a rough percentage of your book storage capacity in (a) Open Shelf Areas _____ (b) Free Standing Stacks _____ (c) Conventional Self-Supporting Multi-Tier Stacks _____ Number of levels _____ (d) Single-Tier Stacks attached to floor and ceilings _____

25. Are you equipped with book elevators? Yes ___ No ___

26. Are they enclosed to impede propagation of smoke, heat and fire? Yes ___ No ___

27. Are you equipped with passenger/freight elevators? Yes ___ No ___

28. Are they enclosed to impede propagation of smoke, heat, and fire? Yes ___ No ___

29. If there are a number of stack levels are they provided with fire or smoke barriers so that fire and smoke would be confined to the area of origin? Yes ___ No ___

30. Are there meeting or assembly rooms associated with the Library? Yes ___ No ___
If so, what is the approximate capacity of the largest room? _____ persons.

31. Are these rooms located or segregated so as not to expose the collection in case of fire emergency? Yes ___ No ___

32. Does the Library design include rooms with ceilings well over 10 ft.? Yes ___ No ___

33. Are mezzanine stack floors used in connection with such rooms? Yes ___ No ___

C. LIBRARY OPERATIONS

34. How many hours/week is the Library open? _____

35. How many hours/week is the Library closed and completely unattended?
_____

36. Is any routine watchman service used? Yes ___ No ___

37. Is any building security check made at closing time? Yes ___ No ___

38. Where is smoking permitted? (a) Not permitted ___, (b) Reading Rooms ___, (c) Public Areas ___, (d) Stack Areas ___, (e) Staff Offices, Rooms and Lounges ___, (f) Carrells ___, (g) Vaults ___, (h) Work Areas ___, (i) Building Utility Areas ___, (j) Designated Smoking Areas ___.

39. Do you have a vault? Yes ___ No ___ 39a Is the vault air conditioned? Yes ___ No ___ 39b If so, what temperature _____ and humidity _____ are maintained? 39c What materials are kept in the vault?
_____
_____
_____

40. Are any stairway enclosures between floors kept closed at all times, or are the doors apt to be blocked open at times? (a) No Enclosures ___ (b) Always Closed ___, (c) Occasionally Open ___, (d) Always Open ___.

41. What is the approximate number of volumes in your collections?

Fiction _____

Archives _____

Phonograph Records _____

Special groups including rare books and art objects _____

Bound and Unbound Serials _____

Reference and Technical Books _____

Magnetic Tapes _____

Motion Picture Films _____

Microfilm Material _____

Bound and Unbound Reports _____

42. Are the patrons allowed access to stack areas? (a) Full Access ___, (b) Limited Access ___, (c) No Access ___.

43. Are bookmobiles used in the Library operation? Yes ___ No ___

44. Does the Library participate in an area or centralized catalog system? Yes ___ No ___

44a. If your card catalog were to be lost in a fire could you reconstitute it from one of the above? (a) Yes ___ (b) No ___ (c) Partially ___ (d) Any other method? ___

D. PHYSICAL PROTECTIVE MEASURES

45. What is the status of the local fire department? (a) None ___, (b) Volunteer ___, (c) Paid ___.

46. Is there a Library building fire alarm system? Yes ___ No ___

47. What means are used to alert the fire department? (a) City Box ___, (b) Street Fire Phone ___, (c) Private Phone Call ___.

48. Is a fire alarm box located at, in, or close to the Library? Yes ___ No ___

49. Does the fire department regularly inspect the Library? Yes ___ No ___

50. Does your insurance company or other agency inspect the Library? Yes ___ No ___

51. Have you acquainted the fire department with the potential water damage which could result from the ill-considered use of hose lines in a fire emergency? Yes ___ No ___

52. Do the fire and/or police departments have emergency access to the Library? Yes ___ No ___

53. Are any fire detection systems installed in the Library building? Yes ___ No ___

53a. If answer is yes, what type? (a) Heat Sensing ___, (b) Smoke Sensing ___.

53b. Where are fire alarms transmitted? To (a) Fire Station ___, (b) Local in Building ___.

54. Are any theft or burglar alarms installed? Yes ___ No ___

54a. Where are alarms transmitted? To (a) Police Department ___, (b) Local in Building ___.

55. If security type locks are installed on doors intended only for emergency egress, are they equipped with electrical alarms? Yes ___ No ___

55a. Where are alarms transmitted? To (a) Police Department ___, (b) Local in Building ___.

56. What types of hand fire extinguishers are provided? (a) Soda-Acid ___, (b) Pressurized Water ___, (c) Carbon Dioxide ___, (d) Vaporizing Liquid ___, (e) Foam ___, (f) Dry Chemical ___.

56a. Are they of such size that female personnel could not conveniently use them? Yes ___ No ___

57. Are fire hose stations provided in the building? Yes ___ No ___

57a. Hose size: (a) 2 1/2 in. ___, (b) 1 1/2 in. ___, (c) smaller ___.

58. Are any areas equippped with installed fire extinguishing systems? Yes ___ No ___

58a. What type: (a) Automatic Sprinklers ___, (b) Carbon Dioxide ___, (c) Dry Chemical ___, (d) Halon 1301 ___.

58b. How extensive is the coverage? Complete ___, Partial ___.

58c. If partial, what do you have protected? _____

_____

_____

_____

E. FINANCIAL PROTECTIVE MEASURES

59. Is your Library covered by any insurance measures? Yes ___ No ___

59a. Please indicate the amounts of any coverage:

(a) Building $_____
(b) Contents (inclusive) $_____
(c) Furniture and Fixtures $_____
(d) Card Catalog $_____
(e) Valuable papers and Manuscripts $_____
(f) Rare books and Fine Art objects $_____
(g) Shelf list $_____
(h) Other items $_____

59b. Coverage is against (a) Fire ___, (b) Flood ___, (c) Water Damage ___, (d) Vandalism ___, (e) Mutilation ___, (f) Windstorm ___, (g) Theft ___, (h) Explosion ___, (i) Earthquake ___.

60. Are there any laws or local ordinances which regulate or restrict the placement of insurance on your resources? _____

If so please comment _____

_____

61. Is the extent of insurance coverage determined by the Librarian or other Management groups? Librarian ___, Other Groups ___.

62. Is the purchase of insurance a responsibility of the Librarian or others? Librarian ___, Others ___.

63. Would the cost of insurance be charged against the Library budget? Yes ___ No ___

64. Do you insure collections or loans for which you are responsible while they are in your possession? Yes ___ No ___

65. Do you insure resources which are off your premises and not in branches or book mobiles? Yes ___ No ___

66. If you have been insured and experienced a loss, did you encounter any difficulties in establishing the amount involved and securing a satisfactory adjustment? (a) Yes ___ (b) No ___ (c) Have not experienced losses ___.

67. If yes, why? _____

_____

68. How did you establish the necessary proof of loss? _____

_____

69. Was the recovered money made available to you for replacement of resources? Yes ___ No ___

70 In case of fire, would your shelf list establish proof of incurred losses? Yes ___ No ___

71. If not, what other records would be needed? _____

_____

72. Is your shelf list protected by a fire resistant safe? Yes ___ No ___

73. Do you maintain microfilm records of your (a) Shelf list? ___ (b) Card catalog? ___ or (c) Other vital documents? ___ or (d) Do not use microfilm for this purpose. ___

74. If yes, are the microfilms protected against damage or loss? Yes ___ No ___

75. If yes, how do you maintain the film record current? _____

_____

76. If you were not insured and experienced a loss, how did you finance replacement of resources? _____

_____

F. LOSS EXPERIENCE

There are currently insufficient data on the frequency, causes and costs of loss occurrences in libraries. A complete listing of all such known occurrences is requested. Minor occurrences should be included even though there may have been no appreciable damage and no loss claimed. They sometimes become serious, and have a bearing on the total exposure to losses.

77. In your Library system, what loss experience have you had from 19____ to date with

(a) Fire? Number _____ Est. $ loss _____

(b) Water, flood, leaky pipes? Number _____ Est. $ loss _____

(c) Mold or mildew? Number _____ Est. $ loss _____

(d) Windstorm? Number _____ Est. $ loss _____

(e) Vandalism or mutilation? Number _____ Est. $ loss _____

(f) Vermin? Number _____ Est. $ loss _____

(g) Theft? Number _____ Est. $ loss _____

(h) Explosion? Number _____ Est. $ loss _____

(i) Earthquake? Number _____ Est. $ loss _____

Narrative accounts or details for above items would be appreciated. If more space is needed, separate sheets should be attached _____

_____

_____

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SOURCES OF EQUIPMENT

Refrigerator Trucks

Ryder Truck Rental and Leasing
Offices Des Moines, Omaha, Davenport
Trucks must be returned to place of pick-up

NationaLease
Brown Truck Leasing, Des Moines, agent

Try locally - truck rentals and also Dairies, Grocery Stores, Meat Processors might supply for a brief period.

Deodorizing

Airwick Professional Products, Des Moines
Des Moines office serves Iowa except 27 western counties
Airwick Professional Products of Omaha

Fumigation

Iowa State Historical
402 Iowa Ave.
Iowa City, Iowa 52240
$20 per load. 4 hours. Deliver, pick up same day
18 cubic feet (Conventional book truck fits)
Phone 319-338-5471

State Archives
Records and Property Building
East 7th and Court
Des Moines, Iowa 50319
Phone 515-281-3007

Freeze Drying

McDonnell Douglas Aircraft
Banshee Road
St. Louis, Missouri
Phone: 314-232-0232

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National Fire Protection Association. Protection of Libraries and Library Collections. Boston: NFPA, 1980. (NFPA No. 910)

National Fire Protection Association. Protection of Museums and Museum Collections. Boston: NFPA, 1980 (NFPA No. 911)

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